

RULES

OF

THE BECKETT

Hospital & Dispensary.

AT

BARNSLEY.

*Revised and Passed at the General Annual Meeting of the
Governors, June 21st, 1883.*

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T. & C. LINGARD, PRINTERS, PEEL-SQUARE.

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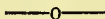
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RULES.



1.—THIS INSTITUTION shall be designated “THE BECKETT HOSPITAL AND DISPENSARY.” Its object is to afford gratuitous Medical and Surgical assistance to those who by reason of poverty are unable to obtain it for themselves.

2.—The Income arising from Endowment must be applied to keeping in repair the House and Premises, paying for Insurance, Water, Coal, Gas, Taxes, the House Surgeon’s Salary and Board, Servants’ Wages and Board, and shall be paid over into the Endowment Fund.

3.—There shall also be a fund, maintained by special subscriptions, for the purpose of providing In-patients’ board, drugs and instruments, printing and advertising, which shall be called the Subscribers’ Fund.

4.—The Institution shall be under the control and management of the Governors, and shall have a President, two Vice-Presidents, and a Committee of Management.

5.—The qualification for a Governor shall be an annual subscription of no less than ten shillings.

6.—The questions arising at any meeting shall be decided by a majority of votes.

7.—Every person subscribing annually ten shillings shall have one vote, and one additional vote for every extra ten shillings

8.—At every General or Special General Meeting in the absence of the President, Vice-Presidents, and Trustees, a Chairman shall be elected, from the Governors present, who shall have a second or casting vote.

9.—No Governor whose subscription for the current year has not been paid, shall be entitled to vote at any meeting.

10.—Any Governor (including ladies being Governors) may vote at any General or Special General Meeting (except as to the election of any medical officer) by written proxy, duly signed and given to another Governor. But the proxy shall be available only at that meeting or an adjournment thereof

11.—Subscriptions shall be considered due on the 21st day of June in every year, and must be paid in advance to the Treasurer; and Subscribers will be supposed to continue their subscriptions, unless they give written notice to the Secretary to the contrary one week at least before the Annual General Meeting.

12.—A Subscriber being Six Months in arrear shall be informed of the fact by letter from the Secretary.

13.—Subscribers shall have the privilege of recommending persons to receive the benefits of the institution in proportion to the sums contributed by them, and for that purpose shall receive four letters of recommendation for Out-patients for every 10s. subscribed. But subscribers of £2 and upwards may receive one letter of recommendation for an In-patient, and eight for Out-door patients for every £2 subscribed.

14.—Employers of labour sending accidents to the Hospital shall, as heretofore, receive no letters of Recommendation, such not being necessary for accidents.

15.—In all cases of congregational collections, the minister shall be entitled to one quarter of the privileges of subscribers, defined by Rule 13; and the same shall apply to the Secretary of Workmen's

16.—Each Honorary Medical Officer shall have the privilege of giving letters of recommendation to the value of two pounds. Clubs and similar societies, except the Collections made on Hospital Saturday and Sunday.

17.—No woman near her confinement, no person insane, subject to epileptic fits, suspected to have an infectious disease: in the last stage of consumption, nor anyone who is adjudged incurable shall be admitted as an In-patient, or if inadvertently admitted shall be suffered to remain. With every In-patient recommendation a Medical Certificate to the above effect will be required.

18.—No one is eligible as an Out-patient who is in receipt of parish relief, or is a servant or apprentice residing in the employer's house, or is a member of a club employing a medical man, or a member of a family in receipt of more than 2ls. per week, or (in the case of families exceeding six in number) 3s. 6d. per head.

19.—Patients shall attend at the Dispensary for *advice* and medicines any morning (except Sunday) at 10.30 in the forenoon. They must attend punctually at this hour, and no attention can be given to any person coming to the Dispensary later than the time specified. Neither can any persons be visited at their homes at a greater distance than one mile from the Dispensary.

20.—Cases of great urgency, that require the nearest available assistance, may be attended on application at the Dispensary without

the Form of Recommendation. In such extreme cases, however, a Recommendation is immediately afterwards to be procured.

21.—Cases of Midwifery shall not be attended from this Institution.

22.—Patients unable to attend at the Dispensary personally must send in their Recommendations by 10.30 o'clock in the morning, and they will be visited as early as possible at their own homes, and receive medical and surgical advice.

23.—No Out-patient shall remain on the Books for more than Six Weeks from the day on which the Recommendation is presented, but at the end of that time shall be discharged or required to bring a fresh Recommendation. This rule shall be dispensed with only in very extraordinary cases, at the discretion of the physician or Surgeon. All Patients must furnish themselves with clean bottles, &c.

24.—Out-patients absenting themselves longer than a fortnight (unless a reasonable excuse is given and admitted by their Physician or Surgeon) shall be discharged. If any Patient shall be discharged for irregularity or impropriety, the House Surgeon shall immediately inform the Subscriber who recommended him or her, and the Patient shall not be re-admitted without the sanction of the Committee.

25.—Every In-patient when discharged shall immediately carry a Notice to that effect from the House Surgeon to the Governor who gave the Recommendation, expressing thanks for the benefit received, and stating whether cured or relieved.

26.—No Medicines shall be delivered to Children under 10 years of age.

27.—No Wine, Spirits, Ale, or Porter will be furnished to the Out-patients.

28.—This Charity being exclusively designed for the relief of such labouring and industrious persons as are incapable of defraying the expenses of advice and medicine, it is earnestly recommended to Subscribers, to reject the applications of such persons, as are in circumstances enabling them to pay for medical advice, and are therefore to be considered imposters.

IN-PATIENTS.

29.—Any person suffering from an accident sufficiently serious to prevent his attending at the Hospital as an out-patient may be admitted on application at any time within 24 hours of the occurrence of the accident. In all other cases a recommendation will be required; but urgent cases in which life might be endangered by delay may be provisionally admitted by the Medical Officers without recommendation, subject to the sanction of the Visiting Committee.

30.—In-patient recommendations are only available for the year of issue.

31.—No one shall be admitted, or suffered to remain as an In-patient, who is capable of receiving equal benefit as an Out-patient.

32.—In cases where the circumstances of the patient are such as to render it advisable, the Committee may make a charge for board, to be varied according to the circumstances of the case.

33.—All In-patients shall submit to such regulations as may be made by the Visiting Committee from time to time, and the House Surgeon shall have authority to enforce these regulations.

34.—In-patients must come with a proper change of linen.

OFFICERS.

35.—The Officers of the Institution shall consist of a Treasurer, Auditor, Honorary Secretary, 1 Honorary Physician, 3 Honorary Surgeons for in-patients, and 2 for out-patients, an Honorary Surgeon Dentist, and one House Surgeon and Apothecary, who shall also act as Secretary.

36.—The Physician must have a Diploma from one of the recognised Universities of the United Kingdom, or be a Licentiate or Member of the Royal College of Physicians, London, and be registered under the Medical Registration Acts ; and no person who dispenses medicines, or who makes any arrangement with any chemist or other person for the supply of medicines shall be eligible for the office of Honorary Physician.

37.—The Honorary Surgeons must have a Diploma from one of the recognised Universities in the United Kingdom, or from one of the Royal Colleges of Surgeons.

38.—The House Surgeon must be similarly qualified, and be a Licentiate of the Apothecaries' Company, of London ; he must also be a single man without the care of a family.

TREASURER.

39.—The Treasurer shall keep an account of all receipts and payments passing through his hands, classing them under two heads, viz., "The Endowment Fund" and "The Subscribers' Fund," and shall enter them in separate books, and balance the same half-yearly.

40.—His Books and all records of accounts shall be opened to the inspection of the Auditor, whenever completed for the past year. Such Books, Vouchers, and Receipts as are then in his possession shall be produced at the Annual General Meeting.

DUTIES OF THE HONORARY MEDICAL OFFICERS.

41.—One Surgeon shall attend in rotation every day at 10.30 o'clock, except Sundays, to admit and prescribe for Patients ; but accidents

and cases requiring immediate attention, shall be at all times admissible, subject to the approval of the Medical Officers. They shall also visit those whose cases require it at their own houses, provided that they reside not more than one mile from the Dispensary.

42.—The Physician and Surgeons shall constitute a Medical Committee, and meet from time to time to enquire into the state of the Surgery and the supply of Drugs and Instruments, and to report upon the condition and requirements of that department; but shall not be competent to act unless two members be present. All purchases recommended by them to be submitted to the Committee.

HOUSE SURGEON.

43.—The House Surgeon (who shall also act as Secretary) shall reside in the Hospital, and his salary shall be fixed by the Committee.

44.—He shall not engage in private practice in Barnsley or its neighbourhood whilst holding the appointment, nor for three years from the date of his election. He shall sign such an agreement as the Committee for the time being shall think fit, the terms of the same to be in accordance with these rules.

45.—He shall compound and prepare all the Medicines prescribed as speedily as possible.

46.—He shall visit such Patients at their homes as are unable to attend at the Dispensary according to and under the direction of the Honorary Medical Officers.

47.—He shall not purchase nor order any article on account of the Institution without the sanction of an Honorary Medical Officer, or the Visiting Committee. He shall be responsible for the state of the Surgery and Hospital, and see that they are kept clean and in good order.

48.—He shall never be absent at the hours fixed for the attendance of the Physician and Surgeons, nor at other times without leaving notice with the Matron where he may be found, and in case of his sickness or other emergency he shall depute another Surgeon, who shall be approved of by the Committee, to act for him.

49.—He shall have charge of the Drugs, Medicines, Implements, Vessels of all kinds used in the Hospital and Dispensary, and the Surgical Instruments, of which latter he shall keep an inventory.

50.—He shall be always ready to produce the Books of the Institution, and he is to execute the orders of the General Meetings and Committee.

51.—He shall enter in two separate Books to be kept for that purpose the Christian and Surnames of the In-patients and Out-patients,

their employment and residence, age and disease, when admitted, by whom recommended, when discharged, and in what state, and name of Physician or Surgeon attending them.

52.—He shall give written or printed notice to the Governors of all Meetings,

53.—He shall on no account lend any article, or permit any article belonging to the House to be taken out, without a record being kept, which shall be laid before the next Visiting Committee.

54.—The majority of a Meeting of the Committee specially convened may suspend the House Surgeon for what they shall deem sufficient cause, reporting the same to a Special General Meeting of the Governors, to be called by the Committee within one month from the date of such suspension.

55.—On any vacancy occurring, the Committee may appoint a temporary officer, who shall act until the appointment of a permanent one.

DUTIES OF MATRON.

56.—The Matron shall be without the care of a family ; she shall be appointed by the Committee, subject to three months' notice on either side. She shall devote the whole of her time to the duties of the Hospital, and shall see that the domestic affairs of the Institution are conducted with regularity, cleanliness, and economy. She shall not absent herself from the Hospital at night without the sanction of the House Committee.

57.—She shall take care of all household goods, culinary and domestic utensils, furniture, linen, bedding, towels, &c., and keep a correct inventory for production when required by the House Committee ; and shall cause every article to be marked "Beckett Hospital, Barnsley."

58.—She shall purchase and have charge of the provisions, and shall deliver only such a quantity at a time as shall enable her to know that it is consumed in the Hospital. She shall not permit anything belonging to the Charity to be sold or disposed of without the knowledge of the House Committee. She shall have charge of the laundry. She shall superintend the cook in preparing the food ; and shall take care that the meals are served at the regular hours, and that no food is wasted.

59.—She shall see that all servants under her authority do their duty, and, in case of improper behaviour, shall have full power to

discharge them, stating the particulars to the next meeting of the House Committee. She shall hire all such servants as may be directed by the House Committee.

60.—She shall, under the authority of the House Committee, engage such nurses, and under nurses as are required. She shall have supervision of the nurses under the control of the Medical Staff, subject, when needful, to the supervising co-operation of the House Committee.

61.—She shall present a weekly report of the work in her department to the House Committee.

62.—All Nurses, Ward Women, and Maid Servants shall be engaged subject to a month's notice on either side.

COMMITTEE.

63.—A Board of Twelve Governors shall be elected at each Annual Meeting and be called the Committee.

64.—The Committee shall meet on the first Thursday of March, June, September, and December, at Twelve o'clock precisely, two to form a quorum, at the Hospital; they shall appoint four of their number, who, with the two members appointed by the Medical Committee, shall constitute a Visiting Committee, who shall visit the Hospital once a Week at the least, and oftener at their discretion, and shall inspect the House and the Books, enforce the observance of the Rules, inquire into the conduct of the Servants, receive and examine the accounts, and transact such other business as shall be committed to them. The medical officers shall be invited to attend the meetings of the Committee.

65.—The Committee shall engage and discharge the Matron and other servants, whenever they see fit to do so.

66.—No Governor employed in any business concerning the Institution, for which he is to receive pecuniary consideration or reward, shall be a member of the Committee.

HOUSE COMMITTEE.

67.—The House Committee shall inspect every part of the Hospital and Dispensary at least once in a Week, and shall ascertain whether the Rules, Bye-laws, and Regulations are carried into execution, and if any matter shall occur requiring immediate notice, the Committee shall act according to their discretion and the emergency of the case, and report the same or any other thing that may appear to them to require it, to the Committee, by entry in a Book. They shall examine all tradesmen's bills, sign cheques ordered by the Committee, and keep an account of all moneys expended.

FUNDS.

68.—All Donations and Bequests above £20 (except as otherwise directed by the Donor) shall be invested in the names of the Trustees, and only the income thereof applied to the current expenses. And all Subscriptions and such Donations as are not given for a special purpose and shall not exceed £20, shall be passed by the Treasurer to the credit of the Hospital Fund.

69.—All Annual Supscriptions must be paid to the Treasurer or the Collector, at the earliest convenience of the subscriber after the 21st day of June in each year.

BOOKS.

70.—There shall be a House Committee's Book, recording visit together with any matter worthy of note.

71.—The Treasurer's Account Book of moneys received and paid by him on account of the Institution may be kept at the house, but shall be open at all times to inspection, and shall be sent by him, on requisition, to any Special, General, or Committee Meeting of Governors, and shall be laid before the General Yearly Meeting.

72.—The House Surgeon shall also keep a book in which he shall enter the Medicines, Drugs, and Instruments ordered by any Medical Officer, with the date of the order, which order shall bear the autograph signature of such officer.

73.—There shall be two Minute Books, in one of which shall be entered the date and proceedings of each General Annual and Special General Meeting ; and in the other those of the Meetings of each Monthly Board. At every such Meeting there shall be an acting Secretary, who shall take note of the proceedings and make fair entries of the same in the Minute Book, afterwards procuring the signature of the Chairman to such entries, producing at the same time his rough draft for the entry to be verified, if desired.

74.—The House Surgeon shall keep an Inventory Book of Instruments, according to Rule 49.

75.—He shall also keep two books containing lists of In-Patients and Out-Patients, according to Rule 51.

76.—The Matron shall keep an Inventory Book, according to Rule 57.

GENERAL MEETINGS.

77.—A General Yearly Meeting of the Governors (five to be a quorum) shall be held at the Hospital on the 21st of June, except that day happen on a Sunday, and then on the following day, one week's previous notice having been given by letter to each Governor, and advertisement thereof inserted in one or more of the Barnsley Newspapers. The Governors duly qualified assembled at each

Yearly Meeting shall have power to determine all questions relating to the Institution.

SPECIAL GENERAL MEETINGS.

78.—Three Members of the Committee, or any five Governors, shall have the power to summon a Special General Meeting of the Governors, seven days' previous notice thereof having been given by letter to each Governor, and advertisement thereof inserted in one or more of the Barnsley Newspapers, specifying the business to be transacted at such Meeting.

79.—The Governors duly qualified assembled at such Meeting, provided there be five at the least present, shall have power to determine all questions connected with the business of which such notice shall have been duly given.

DEPOSIT OF SECURITIES.

80.—All Deeds, Documents, and valuable Papers relating to the Institution shall be kept in a proper Fire-proof Safe, to be provided by the Committee for the time being.

POWER TO ALTER RULES.

81.—Rules and Regulations may be altered or expunged at the Annual Meeting of the Governors, or at any Special General Meeting, *held by virtue of Rule 78*, provided that one week's notice in writing or in print be given by the Secretary to each Governor of such proposal to make, alter, or expunge, as the case may be; but no alteration in any of the Rules nor any new Rule shall take effect until it has been approved at a second General Meeting of the Governors, provided at the least seven days intervene before such next General Meeting,—provided that such alterations or new Rules be consistent with the foundation of the Institution.

82.—Copies of all alterations in the Rules, and of all proposed new Rules shall be laid on the table of the Committee Room at least one week previous to each of the Meetings, at which the same are to be proposed and approved respectively.

Form of Bequest by Will.

I give to the Treasurer for the time being of "The Beckett Hospital and Dispensary," in Barnsley, the sum of _____ Pounds, for the use of the said Institution, which I charge on such part of my Personal Estate as shall not consist of Chattels Real.

